

30 JAN 1976

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MEMORANDUM FOR: 

SUBJECT : Letter of Instruction

1. As a planning officer in the Programs Branch, Policy and Plans Group, you are the primary officer responsible for the Office of Security records management program. You coordinate all aspects of records management through liaison with the DD/A Records Administration Branch, and all Office of Security components. In this regard, your responsibilities include but are not limited to management or coordination of forms; records equipment, including safes, vaults and copying machines; vital records; retired records; and records control schedules.

2. In addition, you assist the Chief, Programs Branch, as required, in preparing and coordinating periodic and ad hoc Office level performance reports; in the coordination of Management by Objectives activities of the Office of Security; in the preparation of the Office's budget submissions; and in other planning activities.


3. In carrying out the above responsibilities over the next year, you will place emphasis on meeting the following objectives:

a. Completing a study and proposing a plan to reduce by at least 10% the total volume of Office of Security hard copy records as measured in the FY 1975 records inventory.

b. Completing, by 30 June 1976, a revised Office of Security Records Control Schedule.

c. Updating, by 30 September 1976, the Office of Security Vital Records Schedule.

4. In carrying out the above responsibilities and objectives, you should seek guidance as necessary but place emphasis on the use of initiative.

  
Chief, Programs Branch  
Policy and Plans Group

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